OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

CAPITAL BUDGETING SYSTEM (CBS)
CREATING THE AGENCY ENACTED BUDGET VERSION FOR ALLOTMENTS
TUTORIAL

April 2003

Version 1.3 – FINAL

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In this Tutorial

As part of the allotment process, agencies are required to re-submit their capital budget to OFM at the level funded in the enacted budget. This tutorial is intended to help budget staff through this process.

Certain assumptions have been made in preparing this document:

- ✓ Users have a version in CBS which closely matches the agency request version
- ✓ Users are fairly comfortable with using the CBS application

This tutorial will walk you through the following steps to create the agency enacted budget version:

- Establish a new version for the enacted budget,
- Copy the agency submittal version to the enacted budget version,
- Delete projects not funded in the enacted budget,
- Add projects or funding line items included in the enacted budget, but not included in agency request version,
- Revise projects to reflect the enacted budget funding level,
- Update the Minor Works List,
- Update Capital FTE estimates,
- Verify data to be released to OFM, and
- Release data to OFM

Before you begin, the following reports will help you identify where changes in your budget occurred:

Enacted Capital Budget Document and the Capital Appropriation Schedule

CBS
- C1 – Capital Project List from agency submitted version
- C2 – Capital Project Summaries for approved projects from the agency submitted version.
- Minor Works List from agency submitted version
- Capital Budget FTE Summary from agency submitted version.
- Updated, saved Excel C100's for each project that was funded.

Other References
- Allotment Instructions – available on-line at http://www.ofm.wa.gov/budget/instructions/allotment.htm
- Capital Budget Instructions – available on-line at http://www.ofm.wa.gov/budget/instructions/capital.htm

Disclaimer – Every effort has been made to ensure this tutorial accurately reflects the Allotment Instructions. In the event of a discrepancy, the Allotment Instructions are the official and final instructions.

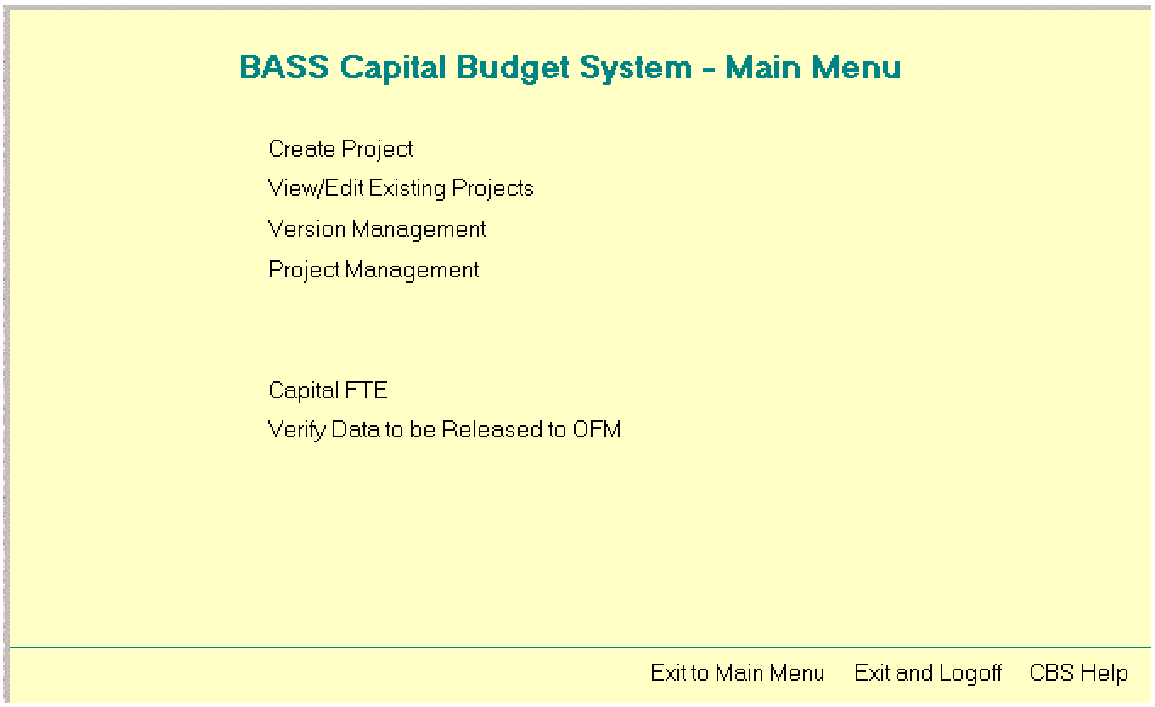
Lesson 1

Creating the Agency Enacted Budget Version

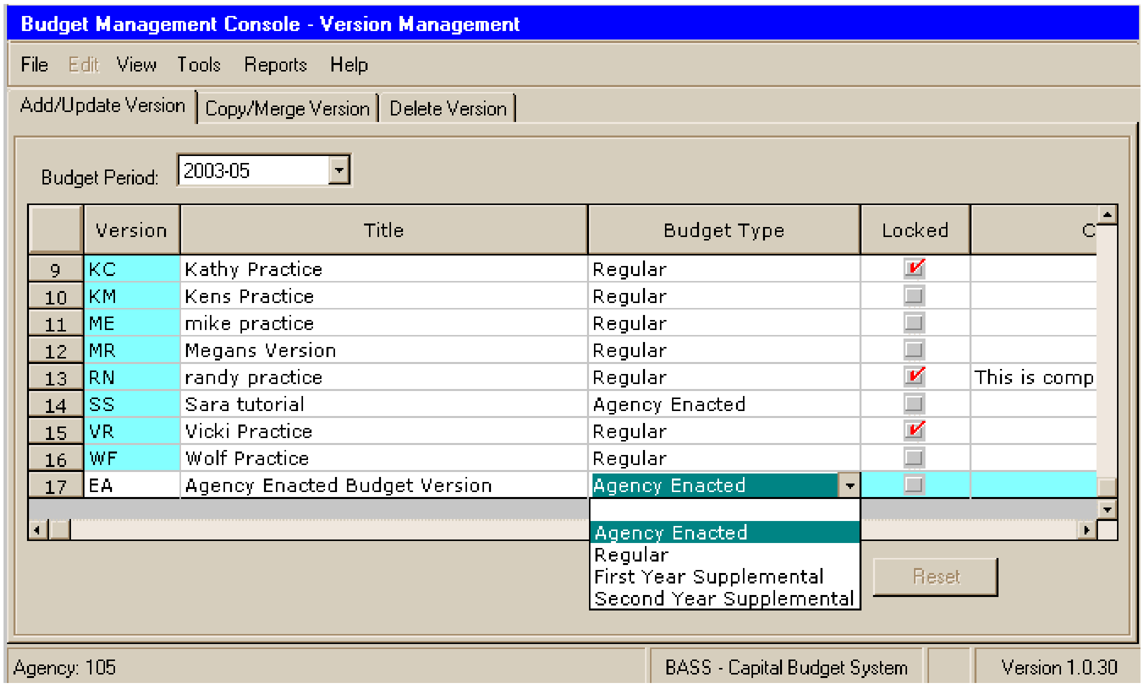
Lesson 1 - Step 1
Add a New Version

Agencies need to create a new version for the Agency Enacted Budget data. This version can be any code, any title. This version will be used to amend your submitted budget to match the enacted budget, and will be submitted to OFM once you are finished.

A. Logon to the BASS system and select **Capital Budgeting System** from the **BASS Main Menu.**



B. Select **Version Management** from the **CBS Menu** to view the following screen.



C. Add any 2-digit version code for the Agency Enacted budget, hit **tab**.

D. Type in a version title for the Agency Enacted Budget, hit **tab**.

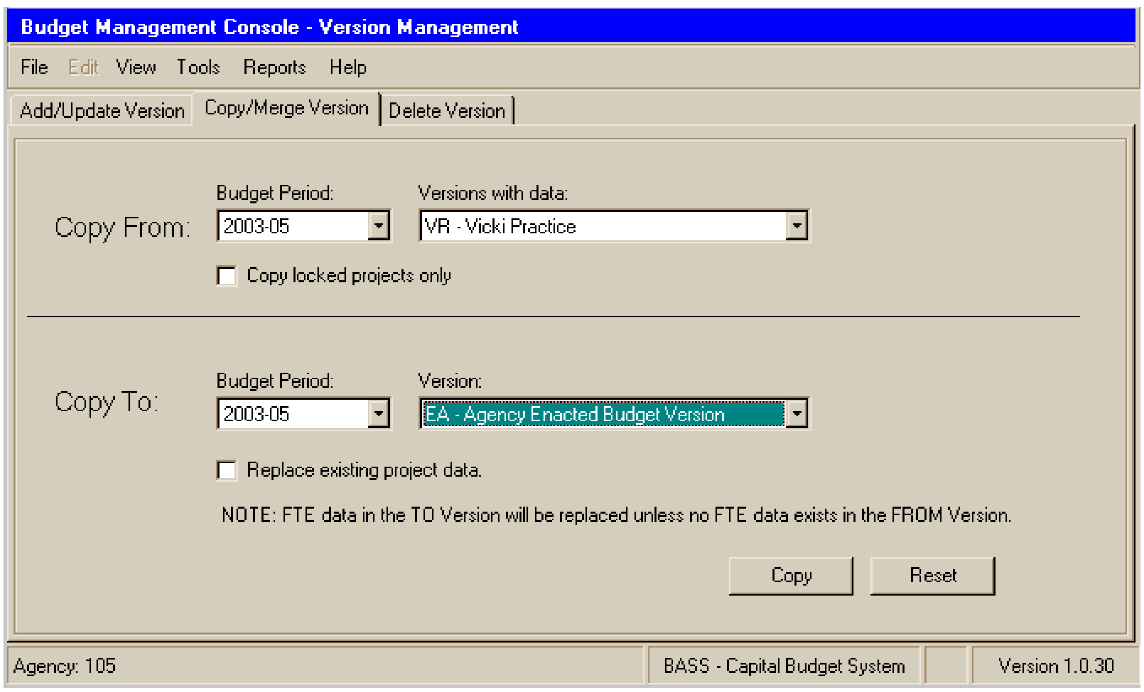
E. Select **Agency Enacted** from the **Budget Type** dropdown box, hit **tab**.

F. Click **Save**.

Lesson 1 - Step 2
Copy Your Submittal Version

Assuming that you submitted your agency request budget through CBS, most of the work of creating the agency enacted budget version has already been completed. By copying the agency request version to the agency enacted budget version you can edit the latter to reflect the enacted budget rather than re-entering all the data.

A. Click on the **Copy/Merge Version** tab to view the following screen:



B. Select the applicable **Budget Period** from the dropdown box.

C. Select the most applicable version in the **Copy From: Versions with data:** dropdown box.

D. Select the version you added for the Agency Enacted Budget in the **Copy To: Version** dropdown box.

E. Click the **Copy** button to copy the data.

F. Confirm the selections and click **YES**. Click **OK** after verifying the number of projects copied.

KEY CONCEPTS:

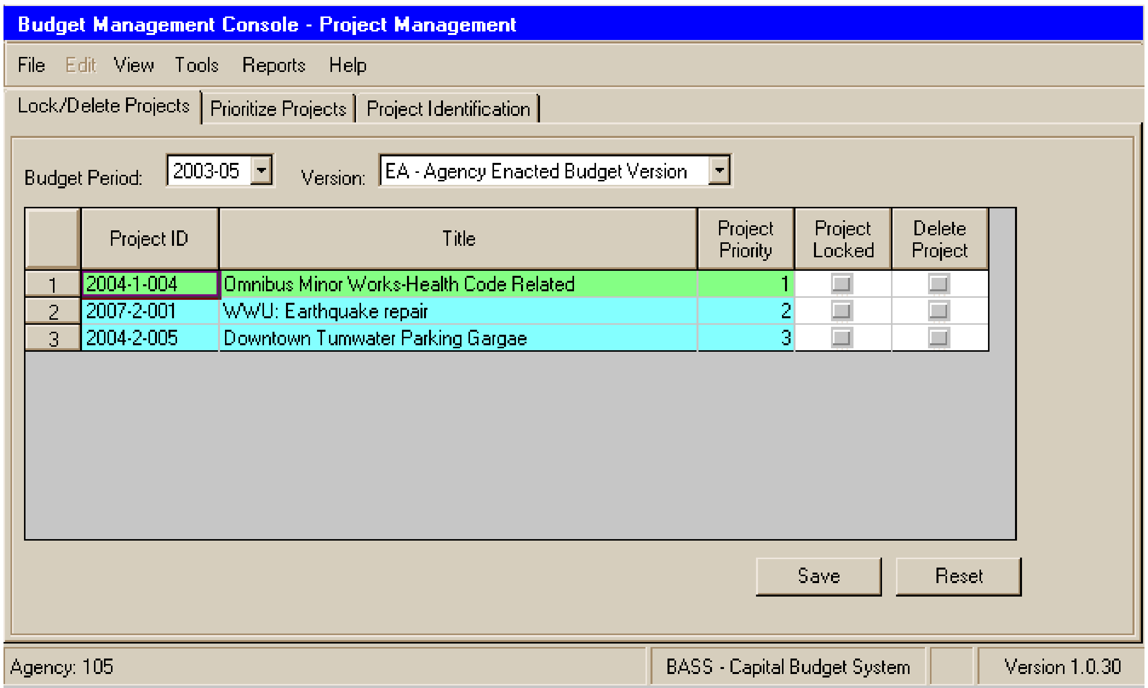
- You can copy Locked Projects only by checking the appropriate box in the Copy From: section of the screen. This will limit the number of projects copied to only those that were previously marked as locked.

- If the initial attempt to copy did not have the desired results, you can copy again. Check **Replace existing data** to overwrite any decision packages previously copied. This **will not** delete all decision packages previously copied.

Lesson 1 - Step 3
Delete Unfunded Projects

In most cases at least one project will not be funded in the enacted budget. Since you have made a copy of your submittal version for the purpose of aligning to the enacted budget, deleting unfunded projects is a painless process (the act, not necessarily the effect on your budget).

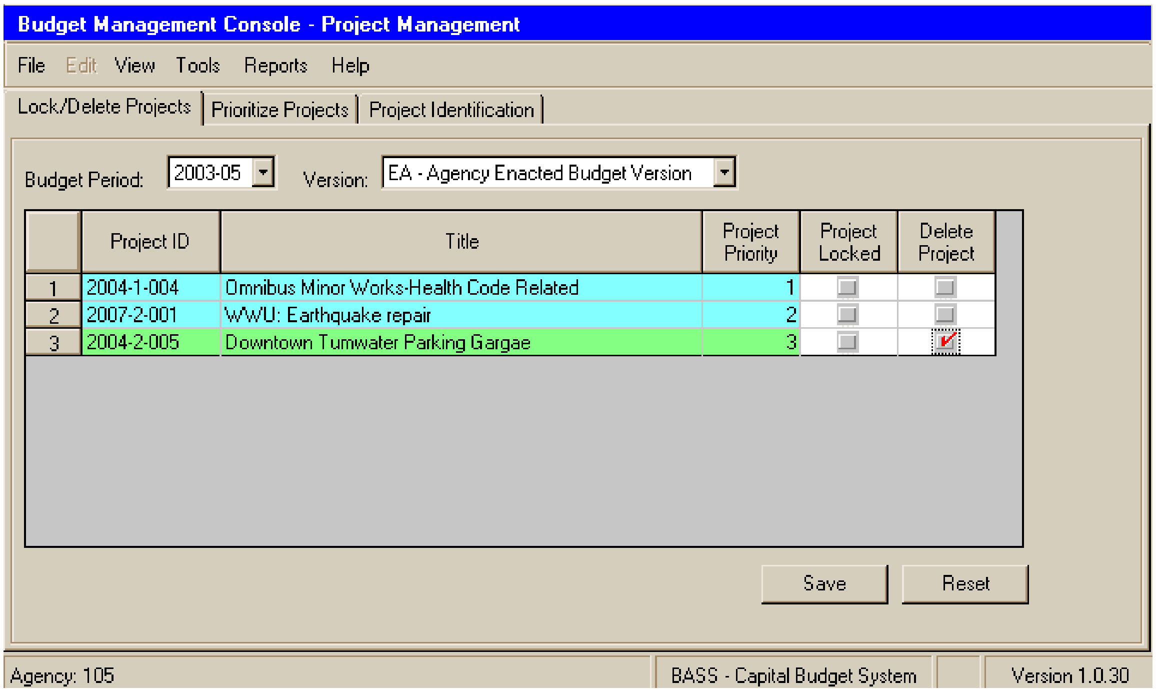
A. In the Version Management screen, select **Tools/ Project Management** from the CBS menu bar.



B. Select the appropriate **Budget Period** and **Version** from the dropdown boxes.

C. Click the box in the **Delete** column that corresponds with a project that was not funded in the enacted budget.

D. Repeat this for all projects that were not funded in the enacted budget.



E. Click **Save** to delete these projects.

F. Click **Yes** to confirm deletion for each project selected.

KEY CONCEPTS:

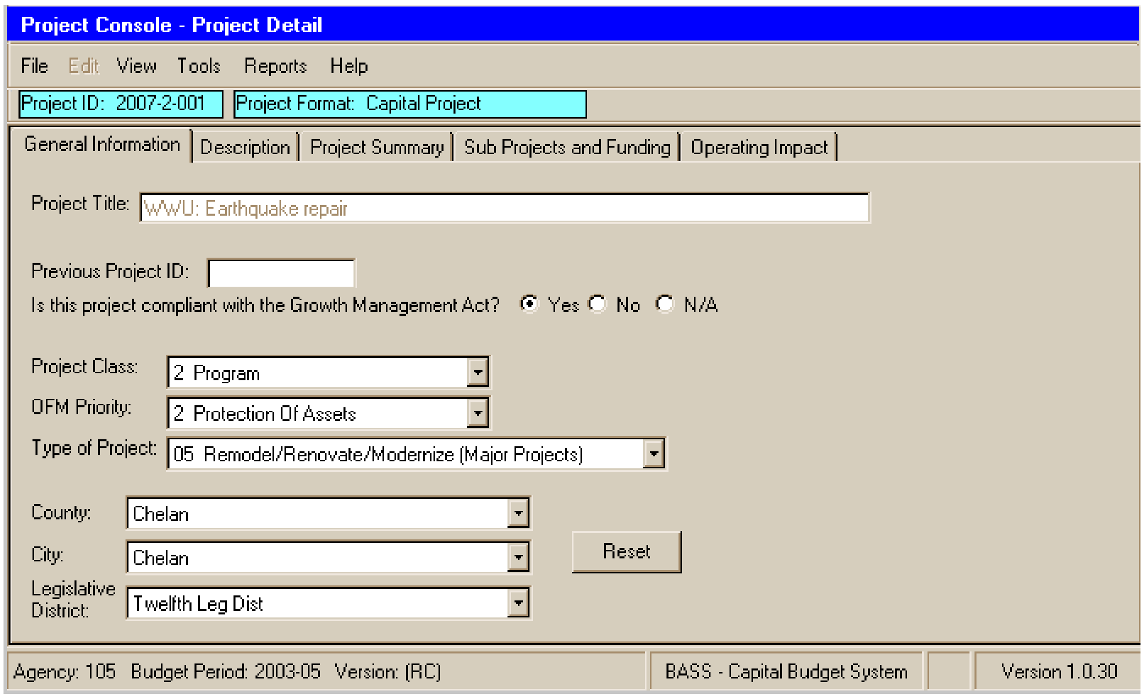
- You can double click a column heading to sort the list by that column's element. Double-clicking again will toggle between ascending and descending order.

- Selected project will appear as a green row on this screen.

Lesson 1 - Step 4
Revise Project Funding and Information

Often times projects are funded at a different dollar level than the agency requested. In these cases, you only need to revise the copy of project in CBS to match the enacted budget. Estimates, phase dates, and narrative should be revised as appropriate for to match the enacted budget. Completing this step will enable you to print and submit revised C2's for each project.

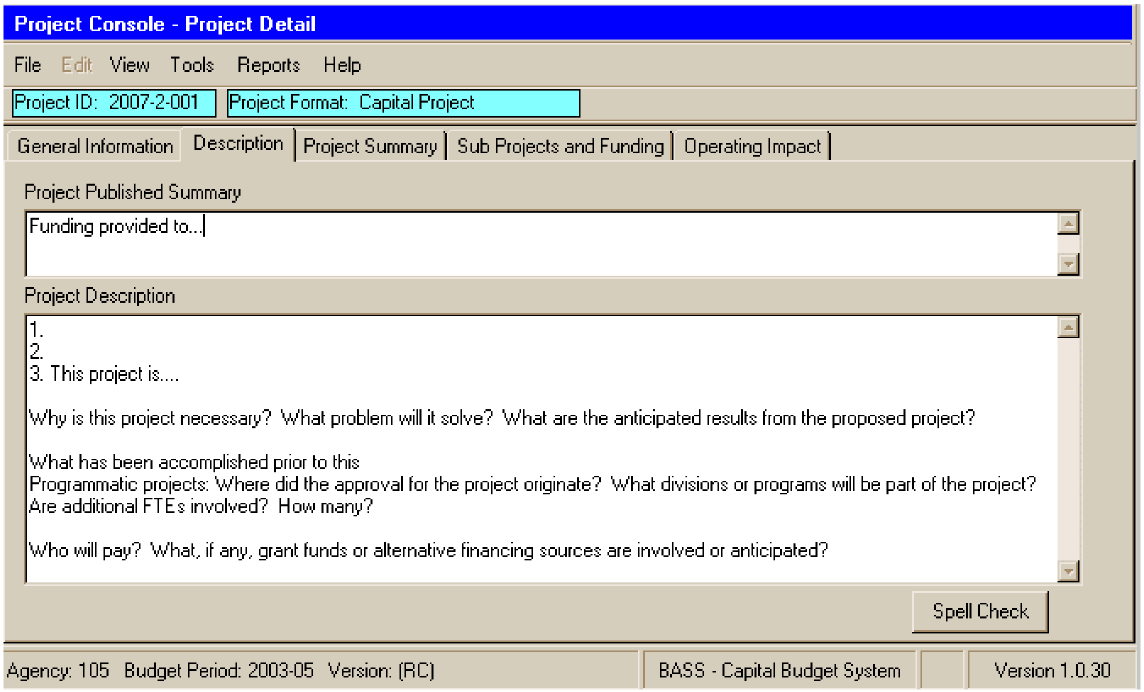
A. Double click on a project title to open the project detail.



B. Review the **General Information** tab to ensure project and location information is correct. Make changes if necessary.

C. Select **File / Save Changes** from the CBS menu bar.

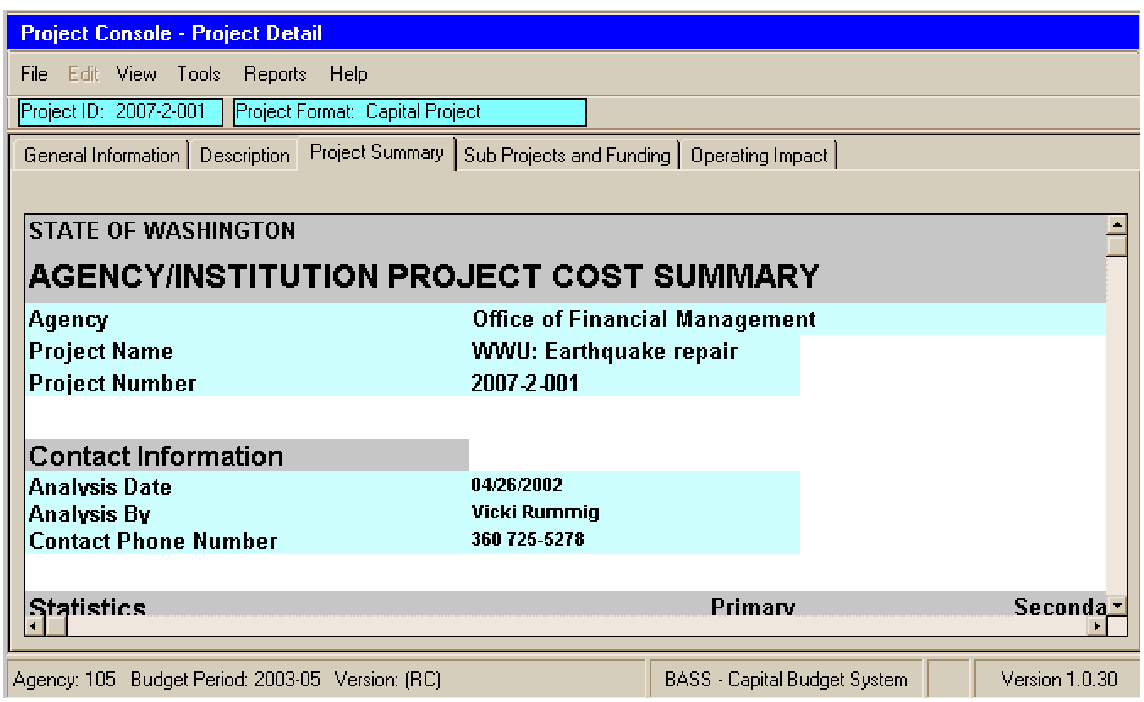
D. Click on the **Description** tab.



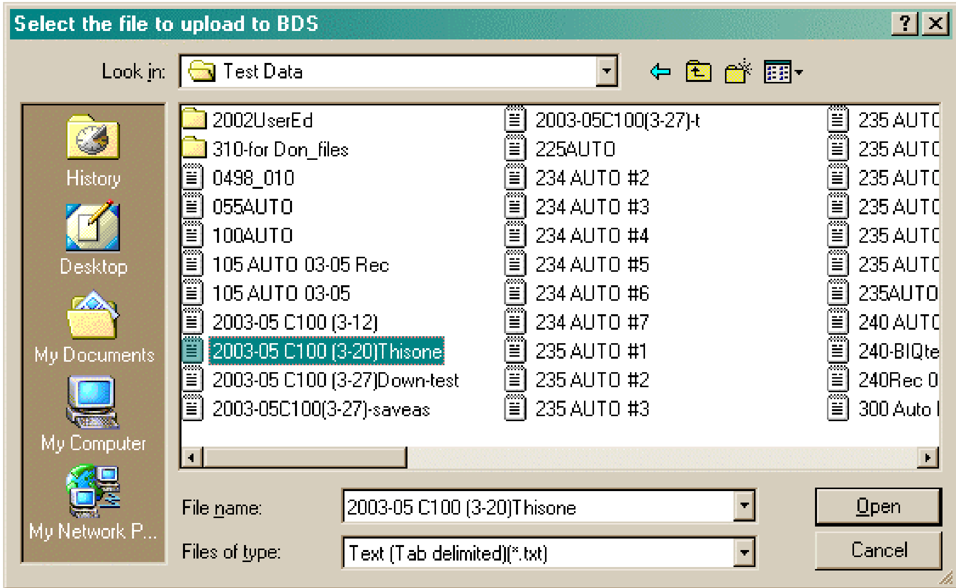
E. Make changes to the **Project Published Summary** and **Project Description** as necessary to reflect legislative intent.

F. Select **File / Save Changes** from the CBS menu bar.

G. Click the **Project Summary** tab.



H. Select **File / Import Project Summary** from the CBS menu bar.

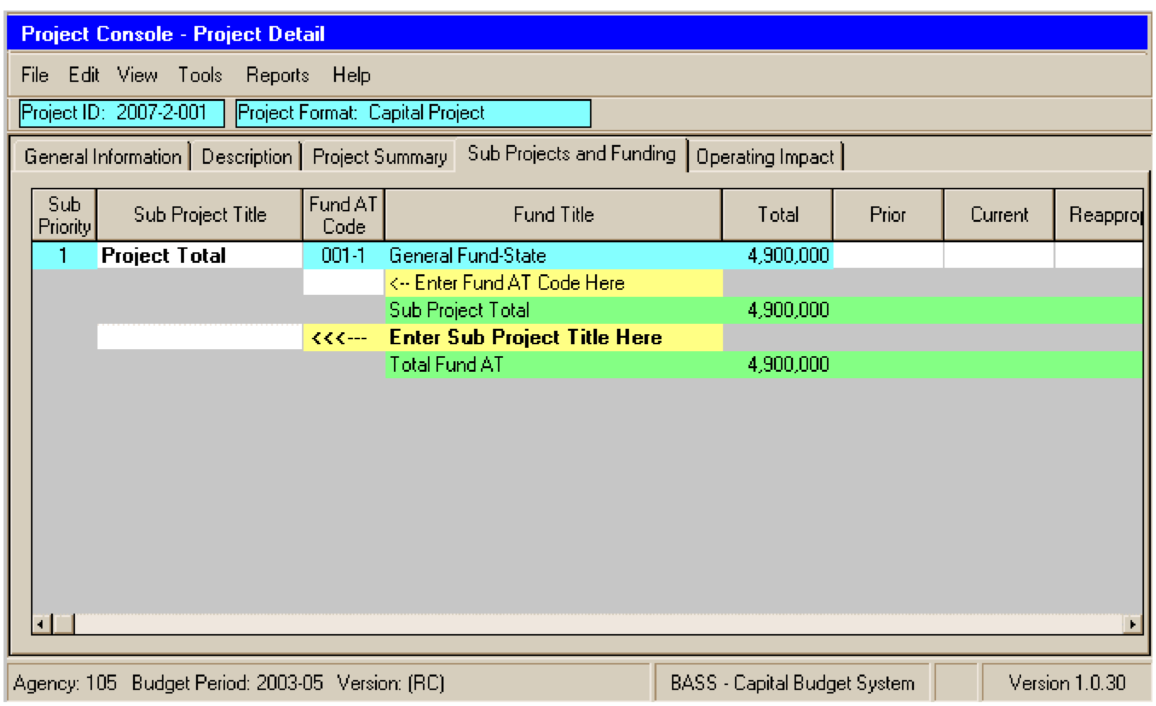


I. Browse to the appropriate C100 text file for the project, select, and click **Open**. *This should import the updated C100 information to save the project summary information to CBS.*

Note: Only import the C100 if this is required per the allotment instructions. If no C100 is required for this project, you can manually adjust the phase dates and summarized cost estimates directly in the ***Project Summary*** *screen.*

J. Select **File / Save Changes** from the CBS menu bar.

K. Click the **Sub Project and Funding** tab.

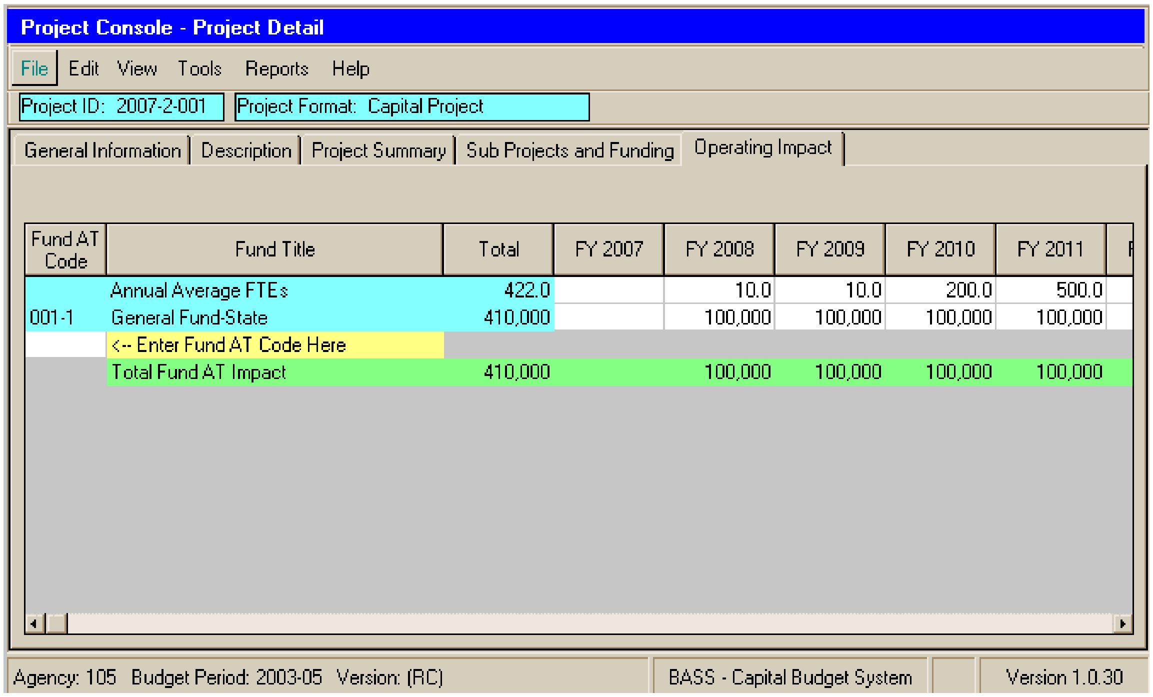


L. Adjust the project funding to match the enacted (or appropriated) amounts.

M. If necessary, add new Fund AT codes to the left of ← Enter Fund AT Code Here.

N. If necessary, to delete a fund, click anywhere on the fund row and select **Edit / Delete Worksheet Row** from the CBS menu bar. *Note: You cannot change a fund code in CBS. If a fund code is incorrect, add in the correct row and enter estimates, then delete the original erroneous fund.*

O. Click the **Operating Impact** tab.



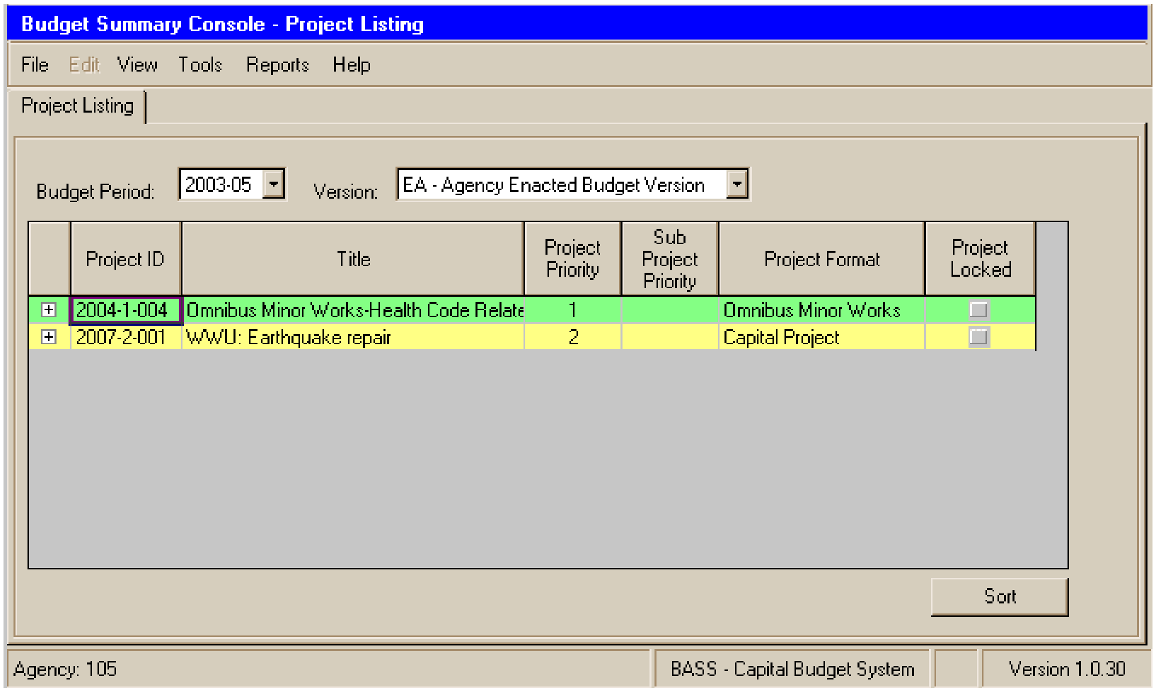
P. Adjust the operating FTE and dollars to match the assumptions related to the project funding.

Q. Select **File / Save Changes** from the CBS menu bar.

R. Select **Reports / C2 – Capital Project Request** and select **No** for **Will this report be saved as a Word document?**

S. Print report and verify capital project information, makes changes to the project as necessary, re-save, and re-run the report if error or omissions are discovered.

T. Select **View / Project Listing** to view the list of projects and double-click to select the next project requiring update (if applicable).



Key Concepts:

- It is not necessary to save each screen of the Project Detail. All screens will save together when save is select. The system will alert you if you attempt to leave the project without saving.
- All possible elements of a project are contained within the Project Detail tab set. Not all elements apply to all projects. Please disregard tabs or fields that are not appropriate for your project.

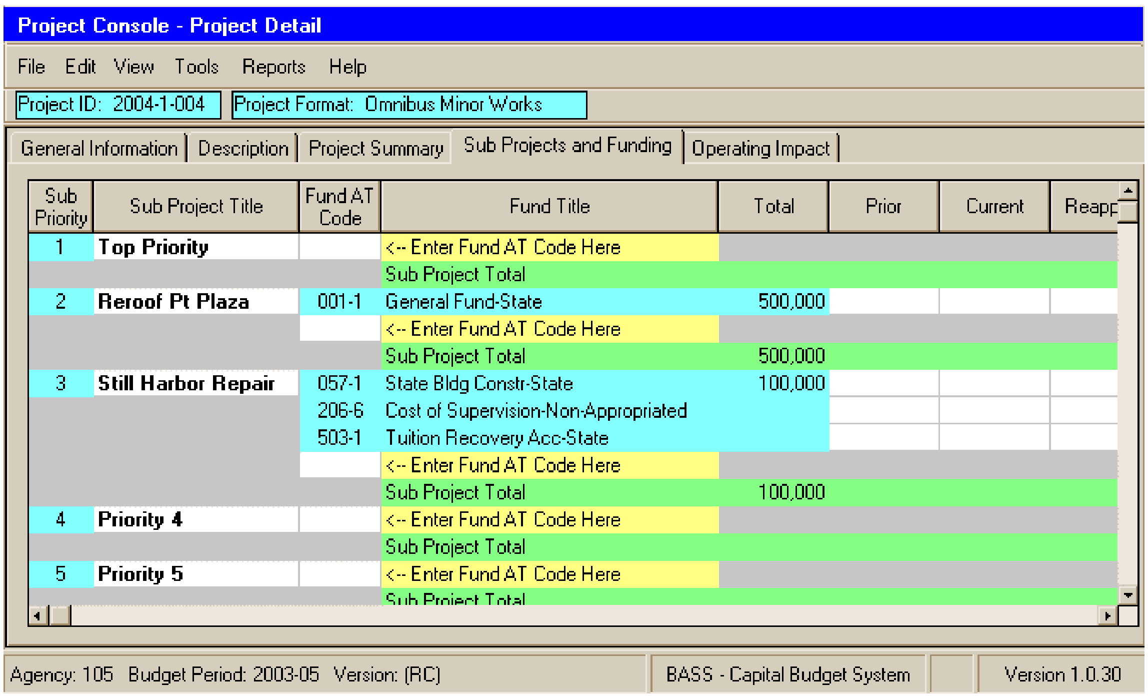
Lesson 1 - Step 5
Update Minor Works List

OFM requires that the Minor Works List be updated to match the enacted (or appropriated) level of funding. This step will review the minor works list to revise subprojects and funding as necessary.

A. From the **Project Listing**, double-click on your omnibus minor works project to open to the **Project Detail**.

B. Update the **General Information, Description,** and **Project Summary** tabs as necessary to reflect the enacted budget.

C. Click on the **SubProjects and Funding** tab.



D. Review and revise sub project titles and funding to match the enacted budget.

E. Use the blank ← **Enter Sub Project Title Here** row on the last row to add a subproject.

F. Once a sub project title has been entered ← **Enter Fund AT Code Here** will appear for you to add a Fund AT code to the sub project. *Each sub project may have an unlimited number of Fund AT codes added to it.*

G. Enter the sub project/fund estimates.

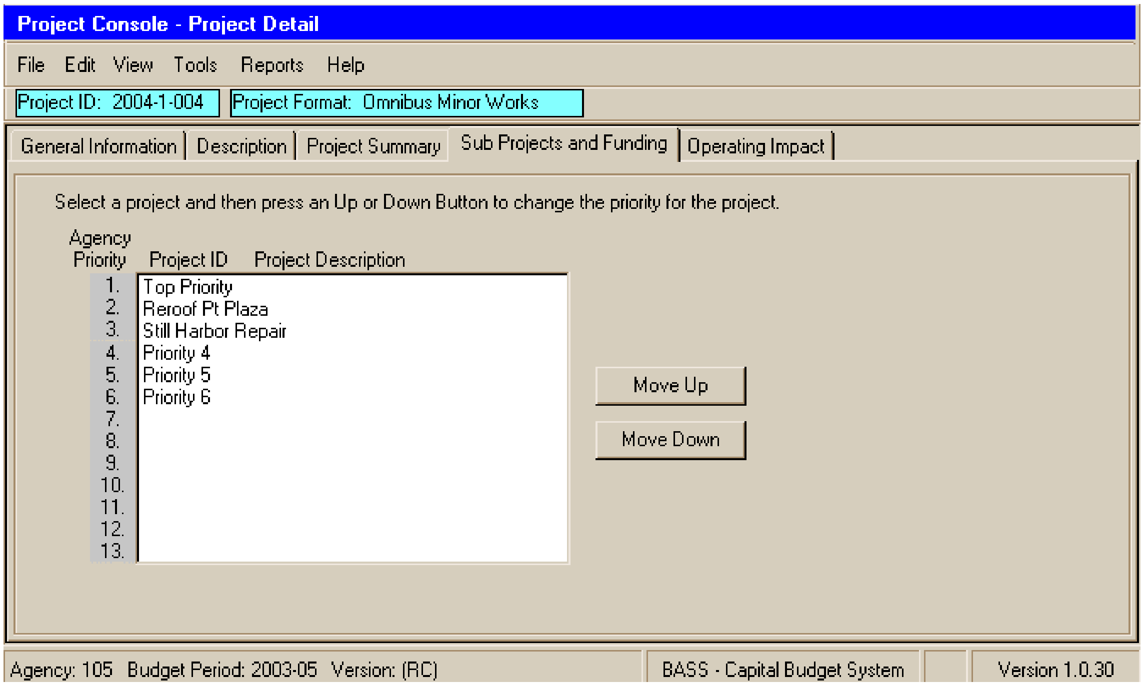
H. If necessary, add new Fund AT codes to other existing projects and enter estimates.

I. If necessary, to delete a fund, click anywhere on the fund row and select **Edit / Delete Worksheet Row** from the CBS menu bar. 🕮 *Note: You cannot change a fund code in CBS. If a fund code is incorrect, add in the correct row and enter estimates, then delete the original erroneous fund.*

J. If you need to delete a sub project, first delete all funding rows, then click on the last remaining row for that sub project and select **Edit / Delete Worksheet Row** from the CBS menu bar.

K. Select **File / Save Changes** from the CBS menu bar when adjustments are completed.

L. Select **Edit / Prioritize SubProjects** from the CBS menu bar.



M. Click on a SubProject then click either **Move Up** or **Move Down** to shuffle the sub project into the appropriate slot for priority.

N. Continue shuffling each subproject until the list reflects the current order of priority.

O. Select **File / Save Changes** from the CBS Menu bar.

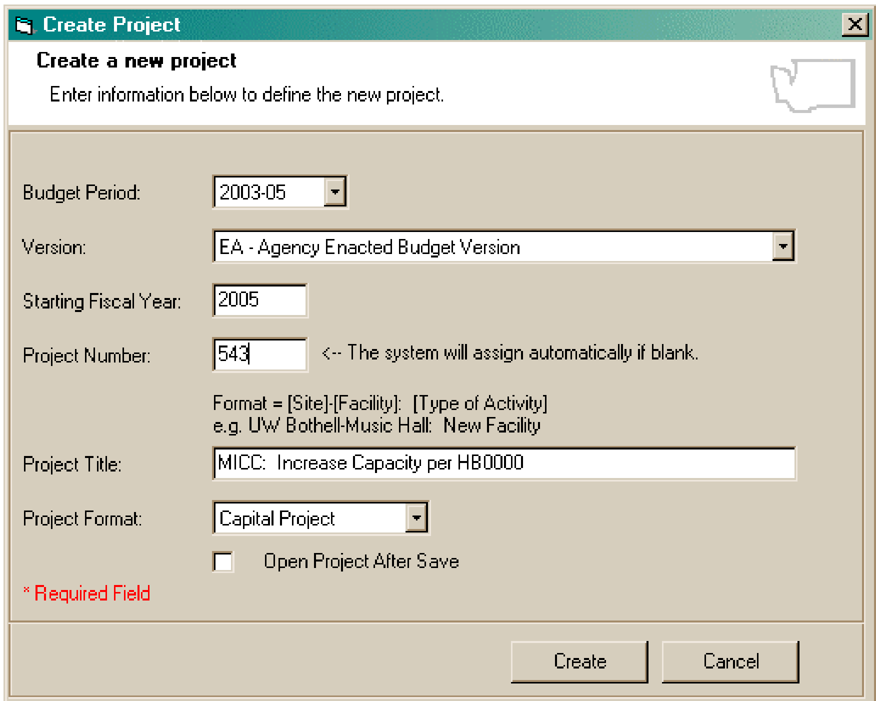
P. Select **Reports / Omnibus Minor Works List** from the CBS Menu bar to run the report and verify the entry.

Q. Make changes, re-save, and re-run the report as necessary until the Minor Works list is complete and accurate.

Lesson 1 - Step 6
Add a New Project

Occasionally a new project will be added to the capital budget, usually as a result of legislation. This step outlines adding a project to the Agency Enacted Budget version.

A. Select **File / Create Project** from the CBS menu bar.



B. Complete this screen with the following selections:
- Budget Period – Ensuing Biennium
- Version – Version added in Step 1
- Starting Fiscal Year – Starting Fiscal Year as identified in the project code with the first four characters per the budget bill.
- Project Number – Project number as identified in the project code with the last three characters per the budget bill
- Project Title – Project title as it appears in the budget bill
- Project Format – Select Capital Project unless the additional funding is for grants or a new omnibus minor works appropriation in which case you would select the respective option.

C. Check the box to **Open Project After Save**, then click the **Create** button.

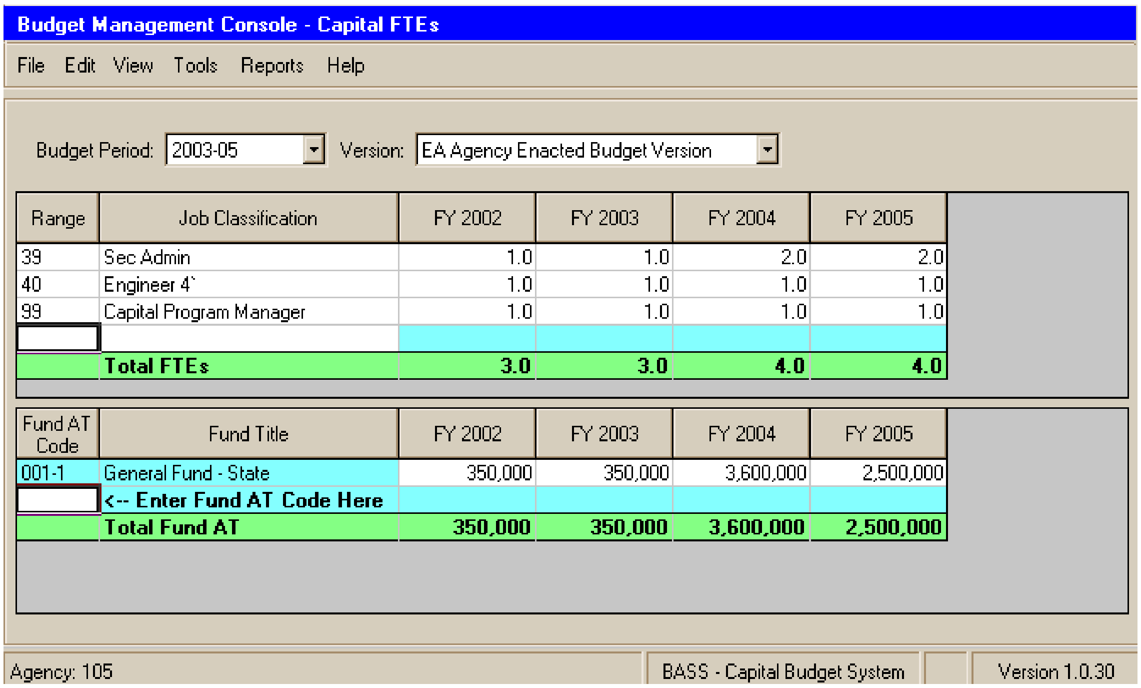
D. Complete the steps in **Lesson 1 - Step 4, Revising Project Funding and Information** to complete the project.

E. Repeat for each added project.

Lesson 1 - Step 7
Update Capital FTE Estimates

OFM also requires that the Capital FTE Summary be updated for each agency that has capital-funded FTEs. This step takes the user through the task of updating the original Capital FTE summary to match approved funding.

A. Select **Tools/ Agency Capital FTEs**.



B. Update the FTEs by job classification to match the actual for the first fiscal year, best estimate for the second fiscal year, and appropriated levels for the fourth and fifth fiscal years.

C. Use the blank line to add additional job classifications if necessary.

D. Click on a row, then select **Edit / Delete Worksheet Row** to delete a job classification if necessary.

E. Revise the total dollars associated with the FTEs in the bottom section.

F. Use the blank line to add additional fund-AT codes if necessary.

G. Click on a row, then select **Edit / Delete Worksheet Row** to delete a fund-AT code if necessary.

H. Select **File / Save Changes** from the CBS Menu bar.

I. Select **Reports / Capital FTE Summary** from the CBS Menu bar and select **No** for **Will this report be saved as a Word document?**

J. Print the resulted report to review and verify entries.

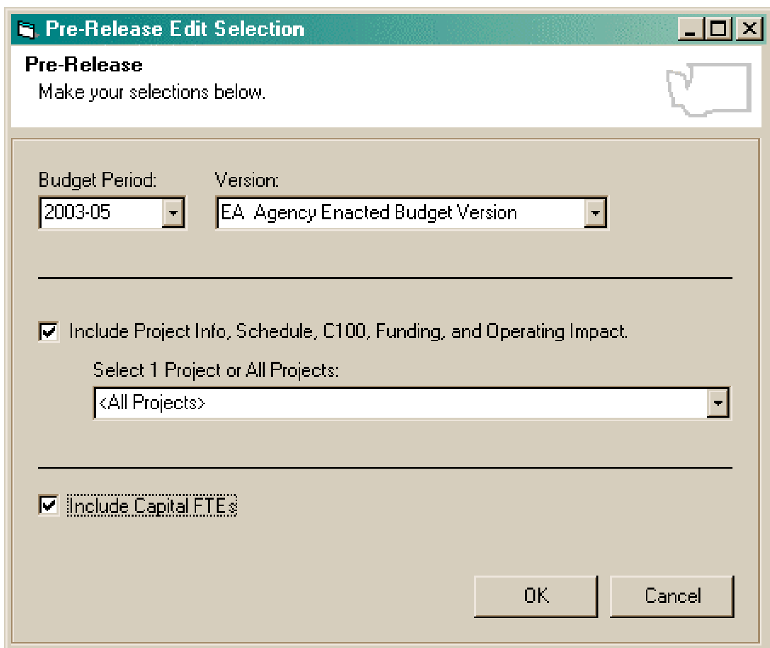
Lesson 1 - Step 8
Verify Data to be Released to OFM

Prior to releasing the Agency Enacted budget data to OFM, you will need to verify that the project totals match the appropriation and run the CBS edit check process that validates required data elements.

A. Select **Reports / C1 – 10-Year Capital Plan** from the CBS Menu bar and select **No** for **Will this report be saved as a Word document?**

B. Review the report to verify that the appropriation totals are accurately reflected by project and in the agency totals.

C. Select **Reports / Verify Data to be Released to OFM** from the CBS Menu bar.



D. Verify the **Budget Period** and **Version** reflect the Agency Enacted Budget version.

E. Check to **Include Project Information**, selecting **All Projects.**

F. Check to **Include Capital FTEs** if your agency has capital-funded FTEs.

G. Click **OK** to run the pre-release edit report.

H. Print the report and review.

I. **Critical Errors** must be fixed before you will be able to electronically release this version to OFM.

J. **Warnings** indicate the data will be released but something appears to not conform to budget data expectations. These items, if released, may result in a call from your budget analyst.

K. Edit projects as necessary to reflect appropriated funding levels and to clear Pre-Release Edit errors as appropriate.

L. Re-run the **Verify Data to be Released to OFM** pre-release edit report to ensure errors have cleared and no new errors have been introduced.

M. Select **File / Exit to BASS Menu** when satisfied that your version is correct.

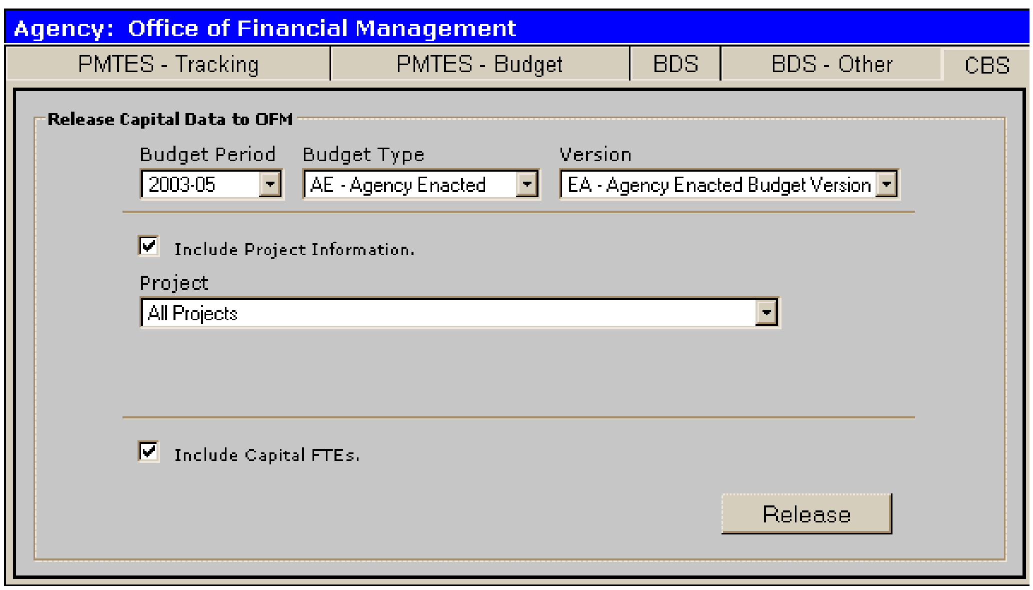
Lesson 1 - Step 9
Release Data to OFM

BASS Main Menu

You must submit your data to OFM for the budget division to receive the data in their systems. This release always takes place from the Release Data to OFM function from the BASS main menu. As added security, authorization of releasing data is granted separately from the respective BASS subsystems themselves. You may need to refer to an Agency Access Report to find who in your agency has authorization to electronically release CBS data for your agency.

A. Select **Release Data to OFM** icon from the BASS Main Menu.

B. Select the **CBS** tab.



C. Select the **Budget Period** for the data release.

D. Select the **Agency Enacted** budget type to be released.

E. Select the **Version** to be released.

F. Check to **Include Project Information**

G. Select **All Projects** to include the entire version in the release

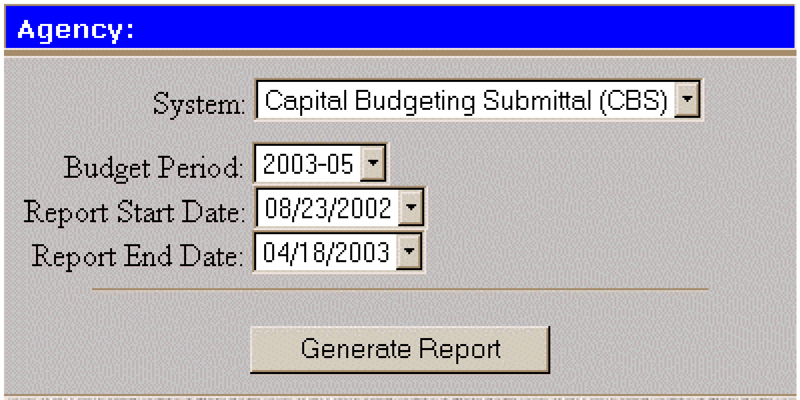
H. Check to **Include Capital FTEs** if your agency has capital-funded FTEs.

I. Click **Release** to submit the data to OFM.

J. The next screen will give you a message indicating whether the data was released or if critical errors were found. If critical errors were found click **Generate Report**.

K. If data was released, click on the ← **Previous** button in the upper right hand corner of the screen.

L. Select the **Reports** button in the upper right hand corner of the screen



M. Select **Capital Budgeting Submittal (CBS)**

N. Select the appropriate Budget Period.

O. Click Generate Report.

P. After reviewing or printing the report click **Return** to close the report screen.

Q. Click **Logout** in the upper right hand corner of the screen.

Congratulations!!! You have completed submitting your Agency Enacted Budget Data!!

Tutorial Evaluation
Agency Enacted Budget (Capital)

	Strongly Disagree				Strongly Agree
This tutorial was helpful in getting me through the business process	1	2	3	4	5
This tutorial was helpful in getting me through the system technical processes	1	2	3	4	5
Additional training was not necessary given the structure and content of this tutorial	1	2	3	4	5
The steps of the tutorial successfully anticipated the special needs of my agency	1	2	3	4	5
The tutorial was clear, concise, and easy to understand	1	2	3	4	5
I did not need to request additional assistance to complete the business process	1	2	3	4	5
It was easy to find answers to my specific question in this tutorial	1	2	3	4	5

The best feature of this tutorial is:____

The worst feature of this tutorial is:____

I found errors (grammar, punctuation, spelling, conceptual, technical) on the following pages:

____

Other comments:____

____

____

Thank you for taking the time to complete this survey. This information will be used in revising this tutorial as well as developing future BASS tutorials. Please remit to:

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